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SUBJECT GROUP 2300-2399 COMMUNICATIONS METHODS AND PROCEDURES

SUBGROUP 2319 - MESSAGE FORMAT AND PROCEDURES

2319.1 Receipt and Release of Messages

- a. Communications. Communications for SOPA (ADMIN) Hampton Roads are maintained by NCTAMS LANT, located at Naval Station (NAVSTA), Norfolk Building M-51.
- b. Message Format. Outgoing messages will be prepared via diskette in JANAP 128 format in accordance with the NTP-3.
- c. "All Ships Present" Message. All commands desiring to promulgate information to "All Ships Present" in a particular subarea will address their message to the appropriate subarea SOPA (ADMIN) with the promulgation request appearing in the message text. For promulgation to all ships present in the Hampton Roads Area, address message requesting same in the first paragraph of the message to "SOPA ADMIN HAMPTON ROADS AREA VA." Information will be promulgated by landline, appropriate Fleet Broadcast, and/or mail as deemed appropriate by SOPA (ADMIN) Hampton Roads Area. Permission has been granted to utilize the Collective Address Designator (CAD) "ALL SHIPS AND FLT UNITS PRESENT HAMPTON ROADS VA" for the limited purpose of promulgating weekly inport AW, EW and communications exercises planning and critique message traffic. This authority is delegated solely to the officer conducting exercise (OCE). SOPA ADMIN HAMPTON ROADS AREA VA will be included as an INFO addressee on all exercise traffic utilizing this CAD. Requests for promulgation of information relative to change of command ceremonies and other information of general interest should be submitted in accordance with paragraph 5060.1.
- d. Message Distribution. Delivery of messages for all ships present in a specific subarea is effected via the Fleet Broadcasts or in accordance with their guard arrangements. Ships copying LCMP Broadcast will make own guardship arrangements.
- e. All Ships Present Definition. As used in messages originated by SOPA/SOPA (ADMIN), the address "ALL SHIPS AND FLEET UNITS ... VA" applies to all ships present, operational and administrative commanders in CINCLANTFLT chain including type, flotilla, group, squadron, division, special task force, and any other unit commanders.

2319.2 Outgoing Traffic - Ships at Piers

- a. Message Drop-Off Procedures. Outgoing classified and unclassified messages may be delivered by messenger to NCTAMS LANT Distribution Center, Building M-51, message pickup/delivery entrance on Pocahontas Street. Messages must be prepared on diskettes as directed by NTP-3 and NTP-4. Messages originated by ships, addressed

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to commands at the piers or to local commands, should be delivered direct via messenger or other appropriate means.

b. Authorization to Pickup/Deliver Messages. Commands wishing to pickup/deliver messages from NCTAMS LANT must provide the NCTAMS LANT Message Center with a command letter or naval message. OPNAV Form 2160-6 may be used for this purpose if held. Naval message will be addressed to NCTAMS LANT NORFOLK VA//N3/N32// with a subject line of "CUSTOMER PICKUP AND DELIVERY AUTHORIZATION". A command letter or naval message will list the highest classification each courier is authorized to receive and/or transport as well as name, rate, grade, rank and social security number. Any changes (additions/deletions) to a Command's Authorization Letter will require submission of the entire list again. Memoranda to add or delete a name to/from a command letter are not acceptable.

2319.3 Communication Guard for Ships. Assumption of communication guard for ship or fleet commands is not an assigned function of NCTAMS LANT. Ships will comply with NTP-4 (series) when making guardship arrangements. NCTAMS LANT may assume communication guard for ships during emergencies or when conditions warrant. Applications for communication guard will be made by message. Ships scheduled for overhaul at NAVSHIPYD Norfolk may make guardship arrangements by message to NCTAMS LANT NORFOLK VA, in accordance with NTP-4 (series).

2319.4 General Messages. General messages are available at NCTAMS LANT Distribution Center, Building M-51, NAVSTA Norfolk for ships served by NCTAMS LANT. Other ships must obtain subject messages from serving communications center.

2319.5 Communications Assistance. The NCTAMS LANT Distribution Section, Joint Fleet Telecommunications Operations Center (JFTOC) Watch Officer and the Message Center should be called upon freely for assistance in the preparation and handling of messages. The Distribution Section is located in Building M-51, at Message Pickup/Delivery Window, Pocahontas Street, NAVSTA Norfolk. JFTOC Watch Officer, Communications Officer and Data Processing Officer are located in Building M-51, second deck.